Virginia Wireless E-911 Services Board
Project Management Monthly Activity Report

Vendor:	Mast International
Region/Locality:	New River Valley
Period:	October, 2003

Activity Report					
Task	**Locality**	**% Complete**	**Total Hours**	**Hours this period**	**Comments**
Active Tasks					
(1)Mapping RFP for Phase II equip.	Blacksburg			15.25	Revise/Finalize/Release/Questions/FU
(1)T/C Kerri Smith re:Dictaphone	Blacksburg			0.25	Re: upgrade questions
(2)T/C Lt. Bradbury/Bonnie	Blacksburg			0.75	Coordinate RFP release
(3)On site w/Lt. Bradbury	Blacksburg			0.75	Review/Finalize WSP rescind letters
(4)Recoverable costs for FY04 Adjustments	Blacksburg			1	Review records/determine costs
(10)Correspondence w/Bonnie Preas Purch. Agent	Blacksburg			0.25	Responding to performance bond issue
(10)T/C w/LT. Bradbury	Blacksburg			0.25	PSAP status update
(10)T/C w/Mel Sheridan	Blacksburg			0.25	Finance Dir. For Blacksburg
(11)Prepare PSAP Monthly Report	Blacksburg			1	Review pending issues/prepare report
(11)On site w/Lt. Bradbury	Blacksburg			1.5	Status Report/Phase II Note book
(15)T/C Susan Kaiser/Bradbury re:FY 03 Trueup	Blacksburg			1	911 system for Mel Sheridan
(1)T/Cs Mtgs. W/Martha/Travis re: Mapping RFP	Christiansburg			7	Criteria/installation schedule/status/selection
(1)T/C w/Martha Cox re:Mapping	Christiansburg			5.5	Selection Criteria/Demo schedule/Procurement
(1)Mtg w/Martha re: Upgrades	Christiansburg			0.75	Recorder
(2)On site w/Martha Cox re: CPE solution	Christiansburg			0.5	LEC ALI database/SR readiness
(3)Review Phase II rescind letters	Christiansburg			0.25	Schedule for re-release
(4)Review FY04 Funding submission	Christiansburg			0.25	For adjustments for recoverable costs
(4)Assist w/FY05 funding submission	Christiansburg			1.25	Review cost request
(5)Review service agreements	Christiansburg			0.5	NDA/ MAA/Service
(6)T/C Mtg. E/M Martha Cox re:WSPs solutions	Christiansburg			0.5	Identify/Review Tech. Solution
(7)Mtg w/Martha Cox	Christiansburg			0.75	Possible CAD/RMS/Mapping system
(9)Phase II required equip. upgrades	Christiansburg			0.25	Developed installation schedule
(10)Correspondence re:911 status	Christiansburg			0.25	Review/file
(10)Phase II Mapping RFP	Christiansburg			1.25	Filed timeline/reviewed status of PSAP
(11)On-site Visit	Christiansburg			0.5	Schedule visit/APCO cong
(1)Mapping RFP for Phase II equip.	Montgomery			1.5	T/Cs Mtg. W/Chaudler/Linda/Persall
(1)Assessing the PSAP for upgrades/needs	Montgomery			1.75	Follow up tasking from 10/2 meeting
(4)Review FY04 Funding submission	Montgomery			0.5	For adjustments for recoverable costs
(4)Assist w/FY05 funding/review FY03,04	Montgomery			1	Mtgs w/Chaudler/Maj. Turner
(6)T/C E/M FU w/Lt. Chaundler	Montgomery			0.25	Reschedule mtg for Tech Sol.
(10)Schedule mapping vendor process	Montgomery			1.25	T/Cs Mtgs E/M w/Chaudler/Maj. Turner
(11)Meeting w/Chaudler re:PSAP status	Montgomery			0.25	New PSAP Coordinator had questions
(1)Phase II Mapping proposal	Pulaski			1	Upgrade proposal process
(1)T/C E/M to provide information	Pulaski			0.5	Cost info on proposals
(2)911 Database readiness	Pulaski			1.75	Correspondence w/Spangler/Reynolds
(4)Review FY04 Funding submission	Pulaski			0.5	For adjustments for recoverable costs

(6)Prepare PSAP w/Tech solutions	Pulaski			1	For meeting to be held 10/09
(7)T/C Lt. Surber re: meeting	Pulaski			1.5	To develop installation schedule/cost analysis
(7)Contacts Vendors	Pulaski			0.5	Upgrades/Installation time line
(7)T/C Surber re: 903 report	Pulaski			0.5	Follow up on completion
(10)Email Angie Reynolds re:Verizon 903 report	Pulaski			0.5	Determine why PSAP not ready
(10)Review Verizon 903 Report	Pulaski			0.5	903 report/discrepancies
(10)T/C w/Lt. Surber re: Contact info	Pulaski			0.25	Problem w/Magic
(10)On site Visit	Pulaski			0.5	Schedule/Apco Conf.
(10)Filed Plan of Action	Pulaski			0.25	for Phase II implementation
(10)TC EM Mtg w/Surber re: Phase II implementation	Pulaski			2.5	Develop Phase II action plan
(11)Follow up w/ Lt. Surber	Pulaski			2.25	Status Report/Phase II Note book
(11)Follow up on Regional Meeting 10/9/03	Pulaski			0.5	Notify Lt. Surber of schedule
(15)T/C w/Treasurer re:FY04 funding	Pulaski			0.75	Received 1st quarter payment
(15)Assist w/FY 03 revised True-up	Pulaski			2	T/Cs E/Ms for support documentation
(1)Re-bid Capabilities	Radford			0.5	Update on status from Haxell Ward
(1)Mapping RFP for Phase II equip.	Radford			8.5	Revise/Finalize/Release/FU
(1)Assessing the PSAP for upgrades/needs	Radford			1.75	T/Cs E/Ms Mtg w/Shamody/Harris
(2)T/C Mtg. W/Shamody	Radford			2	Coordinate RFP release
(3)Review Phase II rescind letters	Radford			0.25	Schedule for re-release
(4)Review FY04 Funding submission	Radford			0.75	For adjustments for recoverable costs
(4)Assist w/FY 05 Funding Submission	Radford			0.25	Meeting w/Shamody
(6)Technology solutions	Radford			1.75	Familiarize PSAP w/solutions/training material
(7)T/C w/Shamody re:upgrade of CAD	Radford			2	Develop/Track installation re:CAD/status
(10)Review IP phone system interface issues	Radford			0.5	E/M Shamody/Harris/Mast
(10)Review implementation action plan	Radford			2.75	Mtg. E/M F/U w/Shamody/Harris/Mast
(10)Meeting w/Charlie Harris	Radford			0.5	Completing Verizon's Survey
(11)On site w/Harris	Radford			3	Status Report/Phase II Note book
(1)Research Montgomery mapping RFP	Region			1	Obtain info off the web/Track proposals
(1)Review Mapping RFP schedule	Region			1.5	For Installation/implementation
(1)Update Mapping Matrix	Region			1	Update timelines
(1)Review ALI Phase II format for Alltel	Region			0.25	Review for alignment/problem issues
(1)T/C Tony Parrott - Microdata	Region			0.25	RFP process/releases
(1)Research websites	Region			2	For vendor info/VA code for RFP
(2)LEC Phase II readiness	Region			3.75	Re: Questions/Kathy Cerrati's response
(3)Follow up w/WSPs re: Rescind Letters	Region			2	T/Cs E/Ms Faxes to all WSPs
(3)Filed letters w/WSPs	Region			1	PSAP status update
(4)Assist w/FY05 funding follow up	Region			0.75	Organize/file submissions/correspondence
(6)Update Status to WSPs	Region			2.5	PSAPs Phase II readiness
(6)Update to PSAPs	Region			0.75	Tech solutions/Technical issues
(6)T/C Katrina - Nextel Partners	Region			0.5	Technology solutions
(6)Research information re:TDOA,EOTO,GPS	Region			3	Report info to PSAPs
(7)email Angie Reynolds	Region			0.25	Re: overflow calls for the region
(7)VA911 ALI format	Region			0.25	updated file information
(7)T/C w/John Wood - Shields	Region			0.75	Tech Demo of product @ APCO
(10)T/Cs E/Ms w/Regional Manager re: PSAP status	Region			5.25	Report/Status/Tasking of all PSAPS
(10)Quick Reference Sheet	Region			3.75	Update
(10)Review tasking issues	Region			0.5	Phase II implementation
(10)Update all information to PSAP binders	Region			2.75	Copy/Organize/File
(10)Prepare for weekly contact calls	Region			2.75	Review files for pending/outstanding tasks

(10)On site Visits	Region			1	Scheduling for November 2003
(10)Update WSPs contact info	Region			2	Compile new contact info
(10)Update info to all WSPs	Region			7.5	Re: Timelines/Request for Info/Status
(10)T/C Angie Reynolds re: 903 report	Region			0.5	Updates/Overflow/Tech issues
(10)Update NRV contact list	Region			0.5	Re: New contact info
(11)Regional Meeting	Region			9.25	Prep/Follow up/Minutes
(11)Funding updates/Wireless Project news	Region			2	Vendor info/contacts
(11)Newsletter	Region			5	Research/Finalize/Mail out
(11)Review and respond to questions	Region			3.75	Correspondence between PSAPs/WSPs
(11)Correspondence from Ntelos	Region			0.25	Phase II Status report
(11)Review tasking/issues/solutions	Region			9	Status report/Questions
(11)Report weekly status/Quick reference	Region			8	T/Cs E/Ms to all PSAPs ref: updates
(12)CMRS Reports	Region			0.25	Checked site for new updates
(12)Daily & Monthly Activity Reports	Region			19.75	Entered all Information
(12)Filed correspondence from Steve Marzolf	Region			0.25	Re: FY 05 Funding Submissions
(13)APCO/NENA Conf. To PSAPs	Region			0.5	Forwarded reg. Info
(13)Task 6 Training Disk	Region			6.25	Research/Organize/Format/Edit
(13)Task 7 Training Disk	Region			11.25	Format/Edit
(13)Task 8 training - Coordinate Based Routing	Region			3.75	Research/Compile info
(13)Training Materials for tasks 1-15	Region			14.25	Input/Notes/Updates/compile/format
(13)Correspondence w/Steve Marzolf	Region			0.5	Re: Phase II task diskette/CBR
(13)Phase II Training Manual	Region			17	Input/Review meeting/Comparison
(13)Task 14 Training	Region			0.5	Draft Spec. Note for inclusion
(13)Task 15 Training	Region			0.5	Draft Spec. Note for inclusion
(13)Coordinate Based Routing	Region			1	T/Cs Paul -Verizon/Shelly - Intrado
(13)Drafted instructions	Region			0.5	Preparing for RFP Critical Factors
(15)T/Cs Mel Sheridan re: FY03 True-up	Region			1.25	Questions ref: True-ups
(15)Research VA911 website	Region			0.5	FY03 TU summary to the Board
			0	253.25	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
Mapping Vendor selections	Awaiting responses to RFPs	Will re-issue new Phase II requests and FY 2004 adjustments